STATE OF IDAHO

DIVISION OF BUILDING SAFETY

PUBLIC WORKS CONTRACTORS LICENSE APPLICATION



1090 E WATERTOWER ST MERIDIAN, ID 83642 (208) 334-4057 FAX (208) 855-9666 WEBSITE: www.idaho.gov/dbs/publicworks

GOVERNOR DIRK KEMPTHORNE
ADMINISTRATOR DAVE MUNROE
BUREAU CHIEF JACK RAYNE
PROGRAM SUPERVISOR NANCY MICHAEL

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APPLICATION INSTRUCTIONS FOR STATE OF IDAHO PUBLIC WORKS CONTRACTOR LICENSING

PLEASE ALLOW A MINIMUM OF FIVE (5) WORKING DAYS FOR YOUR APPLICATION TO BE PROCESSED. IF THERE ARE ANY MISSING ITEMS WITH YOUR ORIGINAL OR RENEWAL APPLICATION, YOU WILL BE NOTIFIED AND GIVEN TEN (10) WORKING DAYS TO SATISFY ANY AND ALL DISCREPANCIES. IF YOU DO NOT RESPOND WITH THE REQUIRED INFORMATION, YOUR APPLICATION WILL BE DISAPPROVED AND RETURNED TO YOU.

purposes. You are allow	all application forms and documents must be in the exact name you wish to be licensed under or to use for bidding wed a maximum of 35 characters including spaces and punctuation.
Complete all pages of the	e application. Be sure to sign page 6 and have your signature notarized.
Depending on your filing Number (SSN) on your a	ı status, please fill in your Federal Taxpayer ID Number (TIN), Employer Identification Number (EIN) or Social Security application.
Submit at least 5-6 jobs	for each of the last three years for work history and three contractor references from people who can verify your
Carlo	descriptive with the type of work you have performed. You may use work history while working for someone else.
	inancial statement for the class of license for which you are applying. See page 4 for the financial guidelines.
	he balance sheet form provided for Class C or D, please <u>do not</u> submit any other statement unless it
	an accountant. Please submit the entire, completed form as provided to you.
0.0000000000000000000000000000000000000	mit the examination provided to you (originals only). The qualifying person who takes the examination must sign the
front page of the examination	
	st accompany the application with checks made payable to DBS-PUBLIC WORKS CONTRACTOR. Please note that
148348148148148	NDABLE. Fees may be paid by cash (in person), check, money order, VISA or MasterCard. For a credit card
payment, please comple	ete and sign the credit card payment section below and return with your application.
	all application forms and documents must be in the exact name you wish to be licensed under or to use for bidding wed a maximum of 35 characters including spaces and punctuation.
<u> </u>	wed a maximum of 35 characters including spaces and punctuation. NS of pages 5 and 6 of the application. Be sure to sign page 6 and have your signature notarized.
	status, please fill in your Federal Taxpayer ID Number (TIN), Employer Identification Number (EIN) or Social Security
Number (SSN) on your a	
	indring super-radio (second super-radio) that includes the control of the control
ACT THE RESIDENCE AND THE RESI	inancial statement for the class of license for which you are applying. See the next page for the financial guidelines.
-	he balance sheet form provided for Class C or D, please <u>do not</u> submit any other statement unless it an accountant. Please submit the entire, completed form as provided to you.
	an accountant. Please submit the entire, completed form as provided to you. st accompany the application with checks made payable to DBS-PUBLIC WORKS CONTRACTOR. Please note that
	NDABLE. Fees may be paid by cash (in person), check, money order, VISA or MasterCard. For a credit card
and the contract of the contra	ete and sign the credit card payment section below and return with your application.
Фаушен, рюазо остро	Te and sign the credit card payment section below and return with your application.
Submit a letter requesting	ng the addition of the specific types and/or categories.
	each type and/or category you want to add. Please be descriptive with the type of work you are requesting.
	t used in your business. You may submit a depreciation schedule if you have one that is already prepared.
Please submit three com	tractor references from people who can verify your work history.
Complete all pages of th	e application. Be sure to sign page 6 and have your signature notarized. Please include your Federal
	IN), Employer Identification Number (EIN) or Social Security Number (SSN) on page 5 of the application.
	for each type and/or category you are requesting for each of the last three years. Please be descriptive with the
	erformed. Work history must be applicable to the class of license for which you are applying or provide an
explanation why you wis	The contract of the contract o
	st accompany the application with checks made payable to DBS-PUBLIC WORKS CONTRACTOR. Please note that
	NDABLE. Fees may be paid by cash (in person), check, money order, VISA or MasterCard. For a credit card
payment, please comple	ete and sign the credit card payment section below and return with your application.
Credit Card Paymo	ent
VISA	Credit Card Number Expiration Date
VIOA	
MasterCard	Name (as it appears on credit card)
Iviasioroara	Name (as it appears on credit card)
\$75 (D, C, B)	Billing Address
Ψ1 Ο (Β, Ο, Β,	
\$150 (A, AA, AAA)	City State Zip Code
Ψ100 γ 31 = 3	
Renewal Date Chand	ne

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(Upon Approval Only)

FINANCIAL STATEMENT REQUIREMENTS

Please refer below for the specific financial requirements when submitting the type of financial statement with your license application.

Class Type of Financial Statement Required:

D or C Financial statements r

Financial statements must either be on our form or otherwise prepared by a CPA or LPA. Please submit the form provided when completed. Please refrain from re-creating the form or using software and submitting an in-house balance sheet in lieu of completing the form provided. When submitting statements prepared by a CPA or LPA, the statement must include the accountant's report and may be compiled, reviewed or audited. Our form cannot be more than six (6) months old, and the CPA- or LPA-prepared financial statement cannot be more than twelve (12) months old.

B The financial statement must be prepared by a CPA or LPA. It must be at least a compilation and include the accountant's report. It may not be over twelve (12) months old.

A, AA or AAA Financial statements must be prepared by a CPA or LPA. They must be reviewed or audited and include the accountant's report. They may not be over twelve (12) months old.

Indemnitor When submitting a financial statement for indemnification, the statement must be prepared by a CPA or LPA. It may be compiled, reviewed or audited and must include the accountant's report. They cannot be over twelve (12) months old. Personal financial statements must provide information so the working capital can be calculated.

Please do not submit tax returns or bank financial statements.

FINANCIAL GUIDELINES

Your financial statement must qualify in the areas of net worth and working capital for the class of license for which you are applying. The financial guidelines are as follows:

<u>Class</u>	Bid Limit	Net Worth	Working Capital
D	\$50,000.00	\$10,000.00	\$3,000.00
С	\$100,000.00	\$25,000.00	\$7,500.00
В	\$500,000.00	\$150,000.00	\$50,000.00
Α	\$1,000,000.00	\$300,000.00	\$100,000.00
AA	\$3,000,000.00	\$450,000.00	\$150,000.00
AAA	>\$3,000,000.00	\$600,000.00	\$200,000.00

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APPLICATION FORM: PLEASE TYPE OR PRINT LEGIBLY

Current Public Works License No. (if currently licensed in Id	daho)			_	Ī	Date						
Applicant Name: (Exact name under which license is to be issued - MA	XIMUM 35 CHARACTERS)											
Mailing Address		City						Stat	te	Zip co	ode	
Phone Number Fax N	umber	-		_	Cell	Numbe	- <u> </u>					
E-mail address of contact person			_	_	Cont	act Na	ıme					
Business Structure: Individual Partnership	LLC Corpora	ation	Other									
If filing as sole proprietorship, please note your Social Security	ırity Number (SSN):											
or please note your Federal Tax ID Number (TIN) or Emplo	yer ID Number (EIN)):										
Check all Renewal - Annual renewal												
that apply: Original - New applicant												
Upgrade - Increase classification to AAA	A, AA, A, B or C											
Add Types or Categories - Add or chang	ge type of construction	n and/or a	ıdd or c	hange	catego	ries						
Downgrade - Decrease classification to	AA, A, B, C or D											
Change Business Structure - Changing	from one structure to	another (exampl	e: fron	n sole p	roprie	torshi	p to co	orporat	tion)		
Select a class to determine fee:	В ДА	AA A	.AA									
\$75.00	\$150.0	0										
*** PLEA:	SE DO NOT WRIT	E BELO	N THIS	S LINE	***							
Authorization Number Amount Receipt Nu	mber	Date R	eceived:									
Authorization Number Amount Receipt Nu	mber	Total R	eceived	-								
Renewal Date Change Upgrade Downgrade	Add Type	es/Categorio	es] [
Reviewed by Review Date	Approved Date		Eff	ective D	ate			Expi	ration [Date		_
License Number Class	Туре		ELE Li	c. #		PLB	Lic. #	:	_	HVAC	Lic. #	
Categories												
Categories (continued)												
DATE TYPE OF FINANCIAL STATEM F C R A F C R A F C R A	ENT	N	ET WOF	RTH		·		W	/ORKIN	NG CAPI	ITAL	
F C R A STATUS:	TOTALS											

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APPLICANT'S STATEMENT OF EXPERIENCE

The individual who signs this application guarantees the truth and accuracy of all statements and answers.

1.	How many years has your o	rganization been in the constructior	n business und	er your pre	esent business name?	
2.	How many years' experience	e has your firm had as a ge	neral contracto	or	sub-contractor	specialty contractor
3.	company ever completed or	on or any officer or partner or member made a financial settlement upon a nember thereof ever been adjudged neet.	any construction	n contract	or work undertaken; or have	
4.	Are you financially interested	d in any other line of business?	yes	no	If yes, please give details:	
5.	Have you indemnified any or	ther company or individual licensed	by this Bureau	ı?	yes no Compa	iny
		with any other firms that are license mbing or electrical license? If so, pl State	lease note the		mbers and include a copy wit	mpanyth your application. State
	Organizational Structure Date of Organization Who will be the qualifying in	Corporation Partnershi Sta		dual L	LC Other	
		Position in	Years of Cor	nstr		
	Individual's Name	Organization	Experienc		Type of Work Performed	Social Security No.
		President			Type of Work Ferromica	Coolar Cooding No.
		Vice President				
						
		Secretary		-		
		Treasurer				
		Owner/Proprietor				
		Partner or Member				
		Partner or Member				
		Qualifying Individual (required)				
	State of					
	County of					
	The undersigned, being duly swo	orn, deposes and says that they have fan	niliarized themsel	lves with the	provisions of the Public Works C	Contractors License Act as
	amended; have read the instruct	ions and information contained herein an	nd the foregoing is	s a true stat	ement of facts concerning the indi	ividual, partnership,
	corporation or other business org	ganization herein named as of the date in	ndicated; that the	financial sta	atement taken from the books of s	aid firm or individual is a true
	and accurate statement of the fir	nancial condition of said firm or individual	as of the date the	ereof; that tl	ne answers to the foregoing quest	tions are true; and that any
	depository, vendor or other agen	cy herein named is hereby authorized to	supply the Public	c Works Co	ntractors License Bureau with any	information necessary to
	verify this statement.					
	Applicant's Complete Busine	ess Name		Applican	t's Signature	
	7,					
	Applicant's printed name and	d title		Sworn to	before me this date	
	A1	of Notony Dublic				
	2691	of Notary Public		Notary F	ublic Signature	
				Residing	ı at:	Expiration Date:

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TYPES OF PUBLIC WORKS CONSTRUCTION

(ORIGINAL APPLICATIONS AND THOSE WISHING TO ADD OR CHANGES TYPES OR CATEGORIES PLEASE COMPLETE BELOW)

Applicant shall mark the appropriate box or boxes with an X to indicate the type or types of construction in which there is experience and necessity for licensure.

For those applicants licensing as Type 4, please circle the appropriate categories in which there is experience and necessity for licensure.

Please note:

- If all three boxes, Types 1, 2 and 3, are checked, there is no need to check Type 4.
- If you only do certain phases of Types 1, 2 or 3, please check Type 4 with the individual categories circled.
- Types 1, 2 and 3 are for construction of the respective areas IN THEIR ENTIRETY. If you do not build the entire project from the ground up, then qualification lies in Type 4.
- For each type and category you must include three years' applicable work history and three contractor references.
- Work history will need to be a minimum of 5-6 jobs per year for each of the last three years foreach type and category.
- Contractor references will need to be either on our form, notarized, or on the company's letterhead.
- If you are renewing your license and there are no changes to be made to your license from last year, this section is not applicable.
- If adding or changing types and/or categories, a letter addressed to the Bureau requesting the additions and changes is required. Please submit the letter along with the work history and references accordingly.

required. Please submit the letter along with the work history and references accordingly.
TYPE 1 HEAVY CONSTRUCTION Defined as constructing substantially in its entirety fixed works and structures (not including "building construction"), without limitation, for any or all of the following divisions of subjects: irrigation, drainage, sanitation, sewage, water power, water supply, reservoirs, flood control, reclamation, inland waterways, railroad, grade separations, track elevation, elevated highways, hydroelectric development, aqueducts, transmission lines, duct lines, pipelines, locks, dams, dykes, levees, revetments, channels, channel cutoffs, intakes, drainage, excavation and disposal of earth and rocks, foundations, piers, abutments, retaining walls, viaducts, shafts, tunnels, airports, air bases and airways, and other facilities incidental to any of the same.
TYPE 2 HIGHWAY CONSTRUCTION Defined as all work included in highway construction contracts, including, without limitation, highways, roads, streets, bridges, tunnels, sewer and street grading, street paving, curb setting, surfacing and other facilities incidental to any of the same.
TYPE 3 BUILDING CONSTRUCTION Defined as all work in connection with any structure now built, being built, or hereafter built, for the support, shelter and enclosure of persons, chattels, personal and moveable property of any kind, requiring in its construction the use of more than two unrelated building trades or crafts.
TYPE 4 SPECIALTY CONSTRUCTION Please mark the categories for which you would like to be licensed. All categories are listed on page 8. Please note trade licenses in the space provided if you have chosen those categories for licensure.
See Next Page for Category Listing

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CATEGORIES

	15700	Air Conditioning and Warm-Air Heating		01107	Engineering		07700	Sheet Metal Flashings, Roof
	09500	Acoustical Treatment		02195	Environmental Remediation, Restoration, Soil			Specialties & Accessories
	13850	Alarm Systems		_	Stabilization		07450	Siding & Decking
	13165	Aquatic Recreational Equipment		02110	Excavation, Removal & Handling of Hazardous		02230	Site Clearing
	02785	Asphalt Maintenance, Repair, Seal Coating, Crack Sealing &			Materials		02910	Slope Stabilization, Hydro-
		Chip Sealing		02310	Excavation & Grading			seeding, Hydromulching, Native
	02740	Asphalt Paving		02820	Fencing			Plant Revegetation for Erosion
	02790	Athletic & Recreational Surfaces		06200	Finish Carpentry & Millwork			Control
	02319	Blasting		13970	Fire Extinguisher & Fire Suppression Systems		02265	Slurry Walls
	15510	Boiler, Hot-Water Heating & Steam Fitting		13930	Fire Suppression (Wet- & Dry-Pipe Sprinklers)		18700	Snow Removal
	05830	Bridge Expansion Joints & Repair		09680	Floor Covering & Carpeting		11001	Specialty Machinery & Equipment
	02855	Bridge Crossings & Box Culverts		09600	Flooring			Installation & Servicing
	02850	Bridges and Structures		18300			03370	Specially Placed Concrete,
	18600	Building Cleaning & Maintenance			Golf Course Construction			Concrete Pumping & Shotcreting
	06100	Carpentry, Framing & Remodeling		02840			09960	Specialty Coatings
	1	Cathodic Protection			Gypcrete			Sprayed on Fireproofing
	1	Caulking & Joint Sealants			Hauling			Sprinkler & Irrigation Systems
	04900				Hazardous Material Remediation	\vdash		Steel Fabrication, Erection &
-	1	·				ш	03100	
\vdash	15550	Chimney Repair		NOTE:	Heating, Ventilation & A/C - check		00440	Installation
	13201	Circular Prestressed Concrete Storage Tanks		1	15700, 15600, 15510 & 16800-7	Н		Steel Stud Framing
	1	(Liquid & Bulk)		02404	Horizontal & Directional Earth Boring, Trenching,	\blacksquare		Structural Moving
\vdash	1	Climbing Wall Structures & Products		I	Tunneling	Ш	07240	Stucco & Exterior Insulation Finish
	02965	Cold Milling, Rumble Strip Milling, Asphalt Reclaiming		10150	Institutional Equipment	_		Systems (EIFS)
_	7	& Pavement Surface Grinding		13800	Instrumentation & Controls	Ш	13150	Swimming Pools & Spas
-	16700	Communication		02935	Landscape Maintenance		01570	Temporary Erosion & Sediment
	02580	Communication Towers Installation		02900	Landscaping, Seeding & Mulching			Control
	03300	Concrete		09200	Lath & Plaster		15950	Testing & Balancing of Systems
	03900	Concrete Demolition, Concrete Sawing & Cutting,		06130	Log & Heavy Timber Construction		07200	Thermal Insulation
	_	Core Drilling, Joint Sealing & Hydrocutting		02231	Logging		09300	Tile & Terrazzo
	03600	Concrete Grouting		04000	Masonry		02761	Traffic Marking & Striping
	03200	Concrete Reinforcing Rebar Installation		02660	Membrane Liners - Ponds, Reservoirs		02890	Traffic Signs & Signals
	01550	Construction Zone Traffic Control		10445	Non-Electrical Signs		02232	Tree Removal/Trimming
	01542	Craning & Erection		18400	Nonstructural Restoration after Fire or Flood		02115	Underground Storage Tanks -
	1	Crushing		05700	Ornamental Metals			Removal of
	1	Demolition		09900	Painting & Decorating		18200	Underwater Installation & Diving
	02240	Dewatering & Subsurface Drainage		02937	Pest Control, Sterilization & Herbicide		02500	Utilities
	1	Docks-Log & Wood Structures		02007	Applications			Water & Wastewater & Chemical
\vdash	1	Doors, Gates, Specialty Doors & Activating Devices		11140	Petroleum & Vehicle Service Equipment,		11200	Treatment
	1	Dredging		11140	Installation & Repair		07100	Waterproofing & Dampproofing
\vdash	1	• •		45400	Pipe Fitter & Process Piping			
<u> </u>	02450	Drilled Piers, Pile Driving, Caisson Drilling, Geopier &				Н		Welding
	1	Helical Piers			Pipeline Cleaning, Sealing, Lining & Bursting	-		Well Drilling
\vdash	1	Drilling	\vdash		Playground Equipment Installation	Ш	12490	Window, Wall Coverings, Drapes
-	1	Drywall			Plumbing LIC #			& Blinds
\vdash		Dust Control, Dust Abatement & Dust Oiling	<u> </u>	03380	Post-Tensioned Concrete Structures or	Ш	08500	Windows, Glass & Glazing
	02260	Earth Retention Systems, Mechanical Stabilized Earth		Ī	Structural Members			
_	7	Walls & Retaining Walls		13125	Pre-Engineered Building Kits			
	16000	Electrical LIC #	_	12011	Prefabricated Equipment & Furnishings			
	16800	Electrical Specialty Contractor LIC #		13121	Pre-Manufactured Components & Modular			
		Elevator, Dumbwaiter, Escalator, Moving-Walk		ı	Structures			
		Electrical		03650	Pressure Grouting & Slab Jacking			
		2. Sign Electrical		13290	Radon Mitigation			
		3. Manufacturing or Assembling Equipment		10270	Raised Access Flooring			
		Limited Energy Electrical License (Low Voltage)		15600	Refrigeration			
		5. Irrigation Sprinkler Electrical		18800	Roadway Cleaning, Sweeping & Mowing			
		Well Driller & Water Pump Installer Electrical		02317				
		Licenses		02270	Rockfall Mitigation & High Scaling			
		7. Refrigeration, Heating & A/C Electrical		07400	Roofing & Siding			
		Installer HVAC LIC #		09950	Sandblasting			
	14200	Elevators, Lifts & Hoists			Scaffolding & Shoring			
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PLEASE FOLLOW INSTRUCTIONS CAREFULLY. COMPLETED IMPROPERLY WILL ONLY DELAY YOUR LICENSE APPROVAL

Work History: Please list appropriate work history with similar dollar amounts for the class of license desired. List at least 5-6 projects per year for the last three years starting with your biggest project (dollars). Please list only work you have completed with your own resources. If work history is for a former employer, indicate that company and your position with them at the time. Please be specific and list work history that supports the types and categories you marked on pages 7 & 8. If it is insufficient, you will be asked to submit more.

Please attach additional pages if necessary.

This section only needs to be completed for Originals, Upgrades or Adding / Changing types or Categories.

	Year Dollar Amount		Specific Work Description	Location	For Whom Performed	
	Example	\$300,000	excavated, graded, constructed retaining walls, built entire road	Meridian, ID	some co project mgr	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Fixed asset list: Only list equipment used in your business. Please attach additional pages if necessary. You may submit a depreciation schedule if you have one that is already prepared.

This section only needs to be completed for Originals or Adding / Changing types or categories.

Description Very Durchesed Course Original Cost Description Real Value Market Value									
Description	Year Purchased	Owner	Original Cost	Depreciation	Book Value	Market Value			

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